

EXHIBIT 10-A8

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| HOME Monitoring Checklist | Tenant Based Rental Assistance (TBRA) |
| Grantee Name: | Contract Number: |
| HOME Program Officer: | Date: |

Choose a sample of a tenants' files to answer the questions in Sections A - E.

| QUESTIONS | ANSWERS | | NOTES |
|---|---------|---|-------|
| | Y | N | |
| A. APPLICATION DOCUMENTATION | | | |
| 1. Does the file contain a completed application form from potential tenants? | | | |
| 2. Are income limits of participants at or below: <ul style="list-style-type: none"> 60 percent of median (90% of participants must be below 60% AMI) 80 percent of median | | | |
| Did the applicant meet the Grantee's residency requirement? | | | |
| B. LEASING PROCESS DOCUMENTATION – Are these items in the files? | | | |
| 1. Coupon/Offer Date | | | |
| 2. Date of Briefing? | | | |
| 3. Grantee/Owner Contract | | | |
| 4. Acceptable Tenant Lease | | | |
| 5. Proper Tenant Lease Addendum | | | |
| 6. Tenant Payment Calculation | | | |
| C. TENANT INCOME RECERTIFICATION – Verify the following actions | | | |
| 1. On-time and accurate income recertification | | | |
| 2. Copies of notices sent to owners and tenants noting the change in Grantee and tenant payments | | | |
| 3. Termination information, with date and reason (if applicable) | | | |
| D. LOCAL PROPERTY STANDARDS AND SECTION 8 HQS – Verify the following items | | | |
| 1. Met Section 8 HQS at the time of the original lease | | | |
| 2. HQS inspections conducted on time | | | |
| 3. Any code-related problems are corrected within the required time frame. | | | |
| 4. If a tenant or owner complaint indicates that HQS was not being met, was the problem: <ul style="list-style-type: none"> a. Investigated within a reasonable time? b. Corrected within 30 days? | | | |
| E. UNIT CHARACTERISTICS | | | |
| 1. Does unit meet local occupancy standards? | | | |
| 2. Do the units meet local housing quality requirements (if applicable)? | | | |
| 3. Do any of the tenants also receive project-based assistance? (If yes, check to make sure that TBRA subsidy is not duplicative.) | | | |
| 4. Is the unit located in the correct jurisdiction? | | | |
| 5. If the Grantee chooses to set a payment standard that is not tied to the HUD-published Fair Market Rent (FMR), the grantee has conducted a market analysis that shows comparable non-assisted units have comparable rents to the unit under consideration. | | | |

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| | Y | N | |
| A. PROGRAM POLICIES AND PROCEDURES | | | |
| 1. Is the program administered in a manner consistent with the Grantee's management plan? | | | |
| 2. Is there an adequate written program description for the program? | | | |
| 3. Are there adequate procedures for making the program description available to the public? | | | |
| B. OUTREACH | | | |
| 1. Is there an acceptable outreach and marketing plan? | | | |
| 2. Is the outreach plan being implemented? | | | |
| C. PARTICIPANT SELECTION | | | |
| 1. Are there procedures in place that ensure that all applicants get fair consideration for assistance? | | | |
| 2. Are adequate application forms used? | | | |
| 3. Based on a review of case files, has there been proper determination and documentation of the eligibility of program participants? | | | |
| 4. Do 90 percent of all program participants have incomes at or below 60 percent of area median income? | | | |
| 5. Are there adequate procedures for determining and documenting participant eligibility? a. Is the correct definition of annual income used? b. Do files contain the appropriate documentation to verify each household's income eligibility? | | | |
| 6. Are there established selection criteria? | | | |
| 7. Are the local preferences structured in a non-discriminatory way? | | | |
| 8. Do tenant selection criteria assign weights consistently to any preferences (if applicable)? | | | |
| 9. Is there a clearly established method of determining which households should receive offers and in what order? | | | |
| 10. Is the offer date consistently documented in applicant files? | | | |
| 11. Do case files contain the following required documents: a. Program contract? b. Lease? c. Total tenant payment? d. Annual income recertification? e. Documentation of termination (if applicable)? | | | |
| 12. Do case files document unit compliance with local codes and standards and Section 8 HQS: a. At initial occupancy? b. At annual reinspection? c. After any code related complaint? | | | |
| 13. Do case files document that units meet the following qualifications: a. Unit is located within the proper jurisdiction or approved program area? b. Unit is not an owner-occupied co-operative unit? | | | |
| 14. Based on a review of case files, are rents for participating units reasonable compared to similar unassisted units? | | | |

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| 15. Is there a system for ensuring that rents are reasonable by comparing them to similar units? | | | |
| 16. Does a spot-check of comparable units indicate that the units are actually of comparable quality? | | | |
| 17. Based on review of case files, are rents for participating units reasonable compared to similar unassisted units? | | | |
| 18. Are there clear policies for determining appropriate unit size, and do case files show that these policies have been applied consistently? | | | |
| D. SUBSIDY ADMINISTRATION AND FILE DOCUMENTS | | | |
| 1. Does the program's payment standard fall between the minimum and maximum allowed under the HOME Program, and is there adequate documentation of the payment standard? | | | |
| 2. Do case files show that annual rent adjustments are consistent with a proper rent reasonableness determination? | | | |
| 3. Do case files include notices informing the tenant and the owner of changes in the program and tenant's share of the rent? | | | |
| 4. Do case files show that proper utility allowances (either PHA allowances or proper local estimates) were used when determining contract rents? | | | |
| 5. Is there a current utility allowance schedule? | | | |
| 6. Is there a consistent policy for applying updated utility allowances? | | | |
| 7. Do case files indicate proper calculation of the Total Tenant Payment (TTP) and any utility reimbursement? | | | |